



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Specifications and Advertisement for Bids for Photocopier  
for Public Works Department

**MEETING DATE:** September 20, 1995

**PREPARED BY:** Public Works Director

**RECOMMENDED ACTION:** That the City Council approve the specifications for a photocopier for the Public Works Department and authorize advertising for bids.

**BACKGROUND INFORMATION:** This unit is requested to replace the office photocopier used by the Public Works engineering and administrative staff. The current unit was purchased in 1987 and now requires maintenance almost weekly. Maintenance repair technicians have indicated the 7-year-old unit is very worn and will soon incur major repair costs. The down time of this copier is especially troublesome and time consuming for our staff because other photocopiers are so inconveniently located during the reconstruction of the Civic Center.

The Public Works Department's photocopier is used daily by clerical and engineering staff and prints approximately 75,000 copies annually. The number of copies made annually will undoubtedly increase with a new copier, thereby reducing the number made on the Carnegie Forum basement copier.

**FUNDING:**

Originally Budgeted:	1995/97
Budgeted Fund:	General Fund
Current Appropriation:	\$8,500
Total Project Estimate:	\$8,500
Planned Bid Opening Date:	October 11, 1995

Funds for this copier were approved in the 1995/96 operating budget.

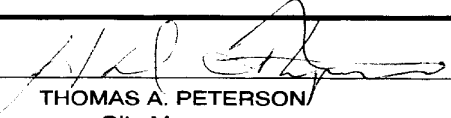
  
Jack L. Ronsko  
Public Works Director

JLR/SB/lm

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cc: Purchasing Officer  
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APPROVED: \_\_\_\_\_

  
THOMAS A. PETERSON  
City Manager



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**1995-97 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Public Works Administration  
**REQUEST TITLE:** Office Copier

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**REQUEST SUMMARY**

Replace the 7-year-old Sharp 8600 copier presently used by the Public Works and Community Development departments. The copy quality is no longer satisfactory and maintenance has become a problem because of the number of copies this machine has made.

**PRIMARY OBJECTIVE**

To provide good quality copies and decrease staff time needed to maintain this machine or to go to another location because the copier does not work.

**SUMMARY OF FACTORS DRIVING THE REQUEST**

This copier was purchased in 1987 and makes over 100,000 copies per year. This year, the number of copies is significantly less because of the maintenance problems that have developed.

With the remodeling of City Hall, the engineering staff who now use the large copier upstairs will be using this machine. Even though Community Development Department will no longer use the copier, the traffic engineering, development services, design and construction sections of Public Works will.

**ALTERNATIVES**

**Postpone replacement until next year.** This is really the only alternative and would greatly reduce the efficiency of this Department, especially since staff is relocating to the trailers. The breakdowns experienced with this older copier cause much staff time to be wasted fixing the copier or going to another copier.

**COST SUMMARY**

	1995-96	1996-97
Additional Costs:		
Staffing	\$ 0	\$ 0
Supplies, Materials, Services	0	0
Minor Equipment	<u>8,500</u>	<u>0</u>
Total	\$8,500	\$ 0
Savings	none	none
Net Cost	\$8,500	\$ 0

**IMPLEMENTATION**

With approval of the budget and this request, our Department will coordinate the acquisition of this copier with the purchasing Agent.